



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation


400 Seventh St., S.W.  
Washington, D.C. 20590

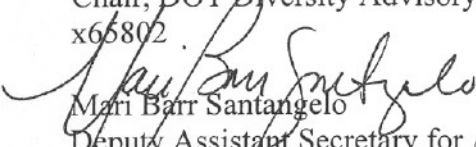
S10-031125-005

CONTROL NO.

November 21, 2003

**ACTION MEMORANDUM TO THE SECRETARY**

From:   
Eileen Roberson  
Chair, DOT Diversity Advisory Council  
x65802

Thru:   
Mari Barr Santangelo  
Deputy Assistant Secretary for Administration  
x62332

Prepared by: Maria Hernandez  
Diversity Program Manager  
x69439

Re: Diversity Advisory Council Charter

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**ACTION REQUIRED**

Approve the attached charter for the DOT Diversity Advisory Council (DAC).

**SUMMARY**

The DAC was established to advise you on diversity management strategies and progress throughout the Department. In late September when you met with the DAC, you reinforced this objective. As a first step, the DAC has developed a Charter that outlines the general guidance for the Council including purpose, membership and frequency of meetings.

**BACKGROUND**

The DAC was established as a result of the Diversity Work Group's (DWG) recommendations that you approved earlier this year. At your request, each of the Heads of the Operating Administrations (OAs) nominated a senior executive to serve on the DAC. At the briefing on the DWG recommendations, you specifically asked that the Council report to you.

The union representatives have been appointed by the heads of their respective unions; the employee representatives were selected by the Departmental Office of Human Resources, M-10, based on their proven leadership abilities and commitment to diversity. The Office of the Secretary (OST) is represented by Chris Strobel. In addition, there are five OST technical advisors from Departmental Office of Human Resource Management, Departmental Office of Civil Rights, Budget, General Counsel and the Office of the Chief Information Officer.


## RECOMMENDATION

We recommend that you approve the Diversity Advisory Council Charter, effective through December 31, 2005.

Attachment

### The Secretary

APPROVED:

  
\_\_\_\_\_

DISAPPROVED:

  
\_\_\_\_\_

COMMENTS:

\_\_\_\_\_

DATE:

1-20-04  
\_\_\_\_\_

# **DOT DIVERSITY ADVISORY COUNCIL CHARTER**

## **PURPOSE**

The U.S. Department of Transportation (DOT) Diversity Advisory Council (DAC) is established to advise the Secretary on Departmentwide recommendations to support and promote a ONE DOT approach to diversity management. The DAC shall report directly to the Secretary of Transportation.

The DOT Diversity Advisory Council shall provide:

- Oversight of the implementation process of the DOT Diversity Action Plan.
- Senior-level guidance and leadership for all Departmental diversity initiatives.
- Analyses of employee perspectives on Departmental diversity initiatives.
- Recommendations on Departmentwide approaches to diversity management.

For purposes of the DAC, "Diversity" is defined as those human qualities that are different from our own and outside the groups to which we belong, yet are present in other individuals and groups. Primary aspects of diversity include age, ethnicity, gender, physical abilities/qualities, race, religious beliefs, sexual orientation and family life.

Diversity management at DOT is defined as creating and maintaining a work environment that:

- Focuses on the removal of barriers to diversity and the creation of an environment where all employees realize their full potential and work together to carry out the critical missions of the Department.
- Does not advantage or disadvantage any group, and ensures all team members treat each other with dignity and respect.

Diversity management is a separate and distinct initiative that involves coordination and enhancement of other programs that impact employment to create and maintain a positive work environment such as those related to hiring, equal opportunity, career development, and work and family life.

## **MEMBERSHIP**

Membership shall be comprised of senior executives from each of the DOT Operating Administrations and OST, along with union and other employee representatives. As requested by the Secretary, the head of each DOT organization shall appoint a senior executive level representative to the DAC. Heads of unions or their designees shall appoint their representative who shall be a DOT employee. The Secretary shall appoint the employee representatives. Each member to the DAC may designate a single alternate to attend scheduled meetings in the unusual event of the member's absence.

Technical assistance shall be provided from the Departmental Offices of Human Resources, Budget, Civil Rights, General Counsel, Office of Chief Information Officer and other organizations as required by the Council.

As necessary, the Council shall establish subgroups, task forces and special committees.

Membership decisions will be reached by consensus. Individual member discretion may be used regarding the alternate members "voting" on behalf of members (proxy voting).

The roles and responsibilities of each member include:

- Attendance at scheduled meetings (in emergency situations, an alternate may attend in member's absence.)
- Full participation in discussions and development of recommendations to the Secretary.
- Commitment to completion of tasks assigned during Council meetings
- Leadership of or participation on subcommittees and working groups as assigned.
- Willingness to provide his/her experience and expertise to develop innovative strategies for diversity management.

### **CHAIRPERSON**

The DOT Diversity Advisory Council members shall nominate the chair and vice chair. The Council will hold annual nominations for the position of chair and vice chair. The chair's responsibilities shall include subgroup oversight.

### **MEETINGS**

The Diversity Advisory Council shall meet on a quarterly basis, but not less than twice a year. Upon the expressed interest or concern of at least one third of the members the chair shall convene a special meeting.

The Council will be supported and staffed by the Departmental Office of Human Resource Management.